

## Definitions

**CEPD** – Career Educational Planning District

**CIP** – Center of Education Statistics (CES) publication that classifies instructional programs by standard terminology for curriculum and instruction in local and state school systems and postsecondary institutions.

**CIP code** - A 6 digit number assigned to programs as a means of classifying them by their specialty.

**CN** – Course Number (Field 34) – A two-digit number from 01-99 used to identify regular CTE courses.

01-30 – Regular CTE courses and regular class size contracted course

31-39 – Technical Academy\

40-50

51-99 – Less than Class Size contracted

**COOP Coordinator** – It is the schools district's responsibility to provide vocationally certified staff for supervision of the student-learner at the work site. The cooperative education teacher-coordinator must be certified as a vocational education teacher with training in cooperative education. It is also advisable that the teacher-coordinator have a thorough understanding of applicable child labor laws and risk management practices and course work in coordination techniques. Labor law seminars sponsored by government agencies responsible for child labor laws should also be attended on a frequent and ongoing basis. Responsibilities for supervision of students on the job may not be delegated to noncertified staff.

**COOPERATIVE Education** - When used in Career and Technical Education, the term "Cooperative Education" means a method of instruction for individuals, who, through written cooperative arrangements between the school and employers, receive instruction, including required academic courses and related career and technical instruction, by combining study in school with a part-time job. The two experiences (i.e. school and work) must be planned and supervised by the school and employers so that each contributes to the student-learner's education and to his or her employment. Work is scheduled cooperatively with school attendance for half days or other periods of time appropriate to meet the student's educational needs. The student must be enrolled in an approved related CTE program for at least 120 hours per year (7,200 minutes) and must attend this class for a minimum of one hour (40 to 60 minute) per week.

For State Aid Added Cost reimbursement purposes, if a student is

1. Enrolled in an approved CTE program for the minimum hours/minutes required for the program and
2. Is concurrently employed in an approved CTE Co-Op program related to the approved CTE program fewer than 15 hours per week during the effective times of the pupil's training agreement; then, the student can be listed as enrolled in the program and

is counted as eligible for State Aid Added cost program reimbursement and the student can also be counted toward the calculation of Co-Op Coordination.

However, if the student is:

1. Enrolled in an approved CTE program for less than the minimum hours/minutes required for the program and
2. Is concurrently employed in a related Co-Op program for an average of not fewer than 15 hours per week during the effective times of the pupil's training agreement, then, the student cannot be listed as enrolled in the program or counted as eligible for State Aid Added cost program reimbursement. However, the student can be counted toward the calculation of Co-Op Coordination.

**Course** – A time-based series of learning activities designed to deliver competencies that are part of a career and technical education program.

**CTE** – Career and Technical Education

**CTE Certification – (Vocational Endorsement and Authorization)**

*State secondary provisional certification with vocational endorsement.*

(1.) An applicant for vocational endorsement shall meet the requirements for state secondary provisional certification as described in part 2 of these rules as well as presenting evidence of completing:

(a.) A program in vocational education at an institute approved by the state board for the preparation of vocational teachers in the occupational area of the endorsement.

(b.) A major or a minor in an approved program in the occupational area of the endorsement.

(c.) Two years experience in the occupational area of the endorsement or completion of a planned equivalent program of directed supervised occupational experience approved by the department of education. The occupational experience shall be characterized by its relevancy and recency.

(2.) Vocational endorsement is valid for teaching in the stated occupational area in approved vocational education programs.

*State secondary continuing or professional education.*

A state continuing or professional education certification with a vocational endorsement may be issued to an applicant who has met the requirements for continuing or professional education certification as described in part 3 of these rules and who has presented evident that he or she has completed both of the following requirements:

(a.) Taught successfully for 3 years according to the validity of his or her provisional certificate and vocational endorsement and since the issuance of the provisional certificate and vocational endorsement, as determines by the state board upon recommendation of the sponsoring institution and the local school district.

(b.) Earned 18 semester hours after the issuance of his or her state provisional certificate and vocational endorsement in a planned course of study which includes a minimum of 10 semester hours of relevant vocational education. This advanced course of study is applicable to the application's professional development as determined by the state board upon recommendation of the sponsoring institution and, if appropriate, the

local school district. A person who possesses an earned master's or higher degree is not required to complete the 18 semester-hour planned program.

*Temporary vocational authorization.*

(1.) A temporary vocational authorization document may be issued upon the request of a designated vocational education institute to an applicant presenting evidence that he or she has met the following requirements:

(a.) Possesses a baccalaureate degree.

(b.) Has a major or minor in the field of specialization in which vocational authorization is being requested or equivalent graduate credits to substitute for the required major or minor.

(c.) Has a minimum of 2 years of experience in the occupational area concerned or has completed a planned program of directed supervised occupational experience approved by the state board. The occupational experience shall be characterized by its relevancy and recency.

(2.) Temporary vocational authorization is valid for teaching in those courses in which instruction is limited to the occupation specified on the authorization in approved vocational programs. It is valid for 6 years.

*Full vocational authorization.*

(1.) A full vocational authorization document shall be issued to qualified candidates and shall be valid for continued teaching in those current courses in which instruction is limited to the occupation specified on the authorization in approved vocational programs.

(2.) Applications for full vocational authorization shall contain evidence that the candidate:

(a.) Has taught successfully for 3 years according to the validity of his temporary vocational authorization as determined by the state board upon recommendation of the sponsoring institution and the local school district.

(b.) Has completed a minimum of 10 semester hours of professional vocational education as determined by the state board and approved by the sponsoring institution and the local school district.

(3.) The validity of a full vocational authorization is specified in R 390.1134.

*Annual vocational authorization*

(1.) If a candidate does not meet the standard outlined for temporary vocational authorization, an evaluation of competency shall be made by the department of education. The department shall determine the adequacy of the candidate's combined education and occupational and teaching experience at the journeyman level in apprenticeable trades. This annual vocational authorization is planned primarily for persons who will be teaching vocationally approved courses in grades 9-12.

(2.) This annual authorization is valid for teaching those courses in approved programs in which instruction is limited to the occupation specified on the authorization.

(3.) A school district shall certify that a vocational education certified teacher is not available. A school district shall document that a vocational education certified teacher opening was advertised, but a teacher was not available, before applying for the annual vocational authorization. The advertising requirement does not apply if the non-certified teacher for whom the annual vocational authorization is sought is annually and continually enrolled and completing credit in an approved vocational teacher preparation program leading to vocational certification, or has submitted evidence of the equivalent,

in continuing education units completed through professional development programs or professional activities defined and approved by the state board. The exemption from the advertising requirement shall not be granted for more than 8 consecutive school years.

**CTEIS/VEDS** – The data collection and reporting system used for gathering information about career and technical education programs and student enrollment in those programs. CTEIS is the updated windows version of VEDS implemented in 2002.

**Disabled DSB** - An individual with a physical or a mental impairment that substantially limits one or more of the major life activities of such individual, an individual with a record of such an impairment, or an individual regarded as having such an impairment. And who requires special services and/or assistance to succeed in a career and technical education program.

**Disadvantaged DVS - Academically Disadvantaged** – A student:

- Whose secondary school grades are below 2.0 on a 4.0 scale, or
  - Who fails to attain minimum academic competencies, or
  - Who has dropped out of school and enrolled in an alternative education program for academic reasons
- AND who requires assistance to succeed in a vocational technical education program.

Economically Disadvantaged – At the secondary level, an economically disadvantaged student is one

- Whose family income is at or below the national poverty level, or
- Whose family receives public assistance, or
- Who qualifies for the free or reduced school lunch program, or
- Who participates in a federally or state funded program for economically disadvantaged youth,
- AND who requires special services and/or assistance in order to succeed in a career and technical education program.

**Displaced Homemaker** – A student who:

- Has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills, or
- Has been dependent on the income of another family member but is no longer supported by that income, or
- Is a parent whose youngest dependent child will become ineligible to receive assistance under part A of Title IV of the Social Security Act (42 u.s.c. 601 et seq.) not later than 2 years after the date on which the parents applies for assistance under this title,
- AND is unemployed or underemployed
- AND is experiencing difficulty in obtaining or upgrading employment,

- AND required special services and/or assistance to succeed in a career and technical education program.

**EOY** – End of year refers to the 4301 final Enrollment and Termination Report completed and submitted at the end of the school year.

**FCS** – Family and Consumer Sciences is a state approved CTE program that is based on State Board of Education approved Michigan Life Management Standards and Benchmarks for programs K-12. FCS courses allow student the opportunity to develop knowledge and skills to become contributing members of society and function in multiple roles in day-to-day living and employment throughout their life cycle. FCS prepares learners to master present developmental tasks, explore career pathways, and develop employability skills. FCS education provides a foundation for achievement of life goals and assumption of future role responsibilities.

**Fiscal Agent** – The LEA or ISD identifies as the recipient of federal or state funds for the purpose of delegating services. It is responsible for the submission of all reports and accountable for proper use of funds.

**Home District** - The district in which the student resides.

**Instructor** – The person hired and designated by a school district to teach a specific course. Instructors of state approved programs must meet specific certification requirements as set forth by the Michigan State Board of Education.

**ISD** – Intermediate school district that has the operating district or the program the student is attending.

**LEP** - A secondary school student, or an out of school youth who has limited ability in speaking, reading, writing, or understanding the English language, and 1.) Whose native language is a language other than English, or 2.) Who lives in a family or community environment in which a language other than English is the dominant language.

**LTCS** – A Less-Than-Class-Size program provides an opportunity for schools to test or pilot a unique program in their areas or to deliver a program not already available through existing career and technical education by using the local business community as an instructional site. A LTCS program can also provide a program to a student who, because of his/her unique circumstance, cannot take advantage of a program available through the regular CTE offerings. This program is aligned with the student's education development plan and is based on predetermined goals, objectives, tasks, and curriculum developed by the participating education agency, contractor, and approved by the OCTP.

**MEIS** – The Michigan Education Information System is a process that was initiated by MDE in 1996. Its purpose is to develop an infrastructure for the educational community that would gather school data via the Internet, store the data in a warehouse that is secure, and make that data accessible for decision makers. Some of the components of the MEIS

include, the Single Record Student Database (SRSD), Registry of Educational Personnel (REP), Student Performance, and Building Infrastructure.

**New Program** – To be approved and eligible for funding by the State of Michigan, a career and technical education program must be a wage-earning occupational preparation program identified by a CIP code and number and descriptor. Career and technical education programs are laboratory, simulation and/or work-based instruction based upon individually designed learning experiences in a subject preparing the student for competencies required in a variety of occupations. Instruction is competency-based with either state or national curriculum, or when it does not exist, locally developed curriculum.

To be approved and eligible for funding by the State of Michigan, a Family and Consumer Science (FCS) program must prepare students for the adult roles of family members and workers. Family and Consumer Science education must reflect the Michigan FCS standards and benchmarks.

Career and technical education occupational programs include Agriscience and Natural Resources, Allied Health Technologies, Business Services & Technology, Child & Adult Care Services, Cosmetology, Hospitality & Food Services, Family & Consumer Sciences, Marketing Education and Trade and Industry. Career pathway program consultants within the Office of Career and Technical Preparation (OCTP) provide technical assistance and support for the improvement of existing and the development of new career and technical education occupational programs for secondary students attending career centers, intermediate school districts, and local school districts in Michigan.

In order to seek approval by the Department of Career Development to run a state-approved program, applicants must follow the letter of intent/new program process as described in the guidelines for planning new CTE programs. “Letters of Intent” for wage-earning programs and Family and Consumer Sciences are to be used for totally new programs.

**Operating Agency** – The district in which the program is taught (operating).

**Paraprofessional** - Paraprofessional staff are identified by many titles such as, vocational technician, technical assistant, instructional aide, instructional technician, laboratory technician, support person, technical aide, teaching assistant, educational assistant. They may be assigned to work in many occupational programs/classes. Paraprofessional staff are the core staff supporting special populations students and account for the majority of the support staffing in larger career and technical education programs.

A career and technical education paraprofessional is a non-certified staff person. The paraprofessional should have a strong background in the career and technical education program area(s) to which assigned. Generally, these staff should have a minimum of two

years of occupational experience or an associate's degree and one year of occupational experience in the occupational area to which they are assigned, or have work experience commensurate to these qualifications. They are assigned to work with teachers and students in the specific or a closely related occupational area based on their educational background and work experience.

**Program** – A coherent sequence of instruction that is based upon a validated set of competencies directly related to the preparation of individuals in paid or unpaid employment. One program may have many courses. One Course may have many sections.

**PSN - Program Serial Number**, a unique number assigned to a new program that identifies the CEPD, District, Bldg, and CIP Code in which a program is located. Usually if the CEPD, District, Building, and CIP code changes this code changes as well.

**Section** – Course instruction provided with a specific program in a specific building, taught by an approved instructor at a specific time, and on specific days during a specific semester/session. One program may have many courses. One Course may have many sections.

**Session** – Time period with a school year in which a course section operates. (Example: Fall, Spring, and Special). One program may have many courses. One Course may have many sections.

**Single Parent** – An individual who is unmarried or legally separated for a spouse, and has a minor child or children for which the parent has with custody or joint custody.

**Special Populations** – (A) Individual with disabilities, (B) Individuals from economically disadvantaged families, including foster children, (C) Individuals preparing for nontraditional training and employment, (D) Single parents, including single pregnant women, (E) Displaced homemakers; and (F) Individuals with other barriers to education achievement including economically disadvantaged and individuals with limited English proficiency.

**SRSD** – One data component of MEIS that contains essential student data elements.

**WE – (Wage Earning)** Career and Technical Education occupational preparation programs that prepare students for successful career entry, advancement and/or continuing education with transferable skills that are transferable as well as job specific. CTE wage-earning occupational programs include Agri-science and Natural Resources, Allied Health Technologies, Business Services and Technology, Child & Adult Care Services (CIP 20), Cosmetology, Hospitality & Food Services, Marketing Education, and Trade and Industry. These programs include classroom and laboratory experiences and work-based instruction that is competency-based. Instructional delivery for these programs includes regular instructional delivery (classroom), Less-Than-Class-Size, or Contracted.